



CJC Community Subgrant Request for Proposals (RFP) for 2022 Funding

ISSUED:

Friday, October 8th, 2021

PROPOSALS DUE:

Friday, November 5th, 2021 – 4:30PM

OPTIONAL INFORMATION SESSION VIA ZOOM:

Wednesday, October 20th, 2021 – 6PM

[Link to Register for Zoom Session](#)

Please submit RFP-related questions
through [Google Forms](#)

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Introduction

Overview & Objectives

The Milwaukee Community Justice Council (CJC) invites proposals from non-governmental, community-based organizations located in Milwaukee County to advance community-driven efforts that align with the goals of the Safety and Justice Challenge (See “Background”) and the City of Milwaukee Blueprint for Peace.

The CJC will fund a minimum of four projects, with a maximum grant amount of \$34,500 each. One-year grant awards will cover a period of time from January 3rd, 2022 through December 31st, 2022. Funding is provided by the John D. and Catherine T. MacArthur Foundation’s Safety and Justice Challenge (SJC) initiative.

An optional information session will be held on Wednesday, October 20th, 2021 at 6PM via the Zoom video-conferencing service to review the proposal requirements.¹ Please submit RFP questions through [Google Forms](#) no later than 4:30PM on Friday, October 15th, 2021. Questions will be compiled and answered at the information session. Answers to the submitted questions will also be posted to the CJC website by Friday, October 22nd, 2021.

Proposals are due by Friday, November 5th, 2021 at 4:30PM.

CJC Community Subgrant funding requires selected proposers to attend virtual meetings, enter and collect data, and submit financial information.

Purpose of Project

The CJC seeks applications to provide a minimum of 4 awards — up to \$34,500 each — to non-governmental, grassroots organizations in Milwaukee County whose work (1) reduces and/or prevents criminal legal system involvement, (2) promotes racial equity, (3) engages communities impacted by the criminal legal system, and (4) addresses the public health goals outlined in the City of Milwaukee *Blueprint for Peace*. Applicants are asked to identify the *Blueprint for Peace* strategies that are addressed by their proposal.

Background

Milwaukee Community Justice Council

milwaukee.gov/cjc

Established in 2007, the CJC assembles government entities, community organizations, and residents with a shared mission: to work collaboratively to ensure a fair, efficient, and effective justice system that enhances public safety and quality of life in our community. Governed by an Executive Committee, the CJC and its

¹ All dates and times noted in this RFP are based on Central Standard Time (CST).

committees are empowered to define broad criminal legal system goals, monitor/analyze system performance, facilitate collaboration among system partners, provide technical assistance and research, and act as a conduit between the criminal legal system and the larger community.

MacArthur Foundation Safety and Justice Challenge Initiative

www.safetyandjusticechallenge.org

milwaukee.gov/EN/MCJC/Initiatives/SJC

The Safety and Justice Challenge (SJC) represents a significant investment by the John D. and Catherine T. MacArthur Foundation to reduce over-incarceration by changing the way local jurisdictions think about and use jails. The MacArthur Foundation provides funding and technical assistance to jurisdictions across the United States to achieve two goals:

- Reduce over-reliance on local jails; and,
- Decrease racial and ethnic disparities in the criminal legal system.

Milwaukee County was among 11 communities selected to join the SJC Network in 2016. The CJC serves as the lead agency for the Safety and Justice Challenge in Milwaukee County. In 2019, the MacArthur Foundation awarded SJC Community Engagement funding to Milwaukee County, with the goal of further involving community members in the SJC initiative. The CJC earmarked a portion of this award for CJC Community Subgrants.

City of Milwaukee Blueprint for Peace

<https://city.milwaukee.gov/414Life/Blueprint>

The CJC aims to tangibly support the City of Milwaukee *Blueprint for Peace*. In partnership with the broader community, the Milwaukee Health Department's Office of Violence Prevention (OVP) developed and released the *Blueprint*. This document shares six goals — with corresponding strategies — to address violence by reducing community exposure to risk factors and strengthening community access and engagement to resilience/protective factors.

OVP previously identified several *Blueprint* strategies that apply to the criminal legal system. These strategies are consistent with SJC goals and serve as the priority areas of this RFP. (See “Priority Areas” on Page 7)

Eligibility

To be eligible for **CJC Community Subgrant** funding, applicants must be a non-governmental agency or organization located in Milwaukee County. Applicants may use a fiscal agent; however, the fiscal agent must supply a letter of support for the application. The award may not be used for research and shall be public service based. Proposed projects do not have to be new; existing projects are eligible for funding.

Timeline & Selection

Timeline

The CJC anticipates the following schedule for the **CJC Community Subgrants**:

Subgrant RFP and SurveyMonkey released	Friday, October 8 th , 2021
RFP questions due	Friday, October 15 th , 2021 – 4:30PM
Information session for interested applicants (<i>Optional</i>)	Wednesday, October 20 th , 2021 - 6PM
Post responses to RFP questions	Friday, October 22 nd , 2021
Proposals due	Friday, November 5 th , 2021 – 4:30PM
Committee review of proposals	November 8 th - 19 th , 2021
Selected proposals notified via email	By Monday, November 22 nd , 2021
Virtual orientation for selected applicants	Wednesday, December 1 st , 2021
Contract start date <i>Pending contract approval dates</i>	Monday, January 3 rd , 2022
Community subgrant ends for selected proposals	Saturday, December 31 st , 2022

Review Process

Each proposal will be reviewed and scored by a Review Committee. Committee members will have a background in the criminal legal system, community engagement, racial equity, and/or the grant priority areas.

The CJC will initially review proposals to ensure the mandatory requirements are met. To meet the mandatory requirements, all applicants must submit the SurveyMonkey application form, project budget, and budget narrative. If applying with a fiscal agent, a letter from the fiscal agent is also a mandatory requirement. Proposals that do not meet mandatory requirements shall be deemed non-responsive and will not be subject to further review.

In the event that all proposals do not meet one or more of the required components, the CJC reserves the right to continue the evaluation of the proposals that most closely meet the required components of this RFP. The CJC reserves the right to reject any and all proposals.

The University of Wisconsin-Milwaukee (UWM) houses and will disperse CJC Community Subgrant funds. The CJC and the University of Wisconsin-Milwaukee may negotiate the terms of the contract, including the award amount, with the selected applicant prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring applicant, the CJC and UWM may negotiate a contract with the next highest scoring proposer.

Applicants will receive grant award notifications via email by Monday, November 22nd, 2021.

Selection Criteria

Proposals will be scored according to the following criteria:

Criteria	Score
Compliance with RFP submittal requirements <i>Applicants must submit a SurveyMonkey application, project budget & budget narrative, and letter of support from the fiscal agent (if applicable)</i>	Yes/No
Lead Agency Capacity — <i>Application Questions #10-12</i>	20 Points
Inclusion — <i>Application Question #10</i>	10 Points
Proposal Focus — <i>Application Question #13</i>	10 Points
Actionable Project — <i>Application Question #14, Budget & Budget Narrative</i>	30 Points
Engagement — <i>Application Questions #14 and #16</i>	10 Points
Project Outcomes — <i>Application Question #15</i>	10 Points
Project Relevance — <i>Application Question #16</i>	10 Points
Section C: Letter of Support from Fiscal Agent (<i>If Applicable</i>)	Yes/No
Total	100 Points

In addition to implementation of the submitted proposal, selected applicants are required to:

- Attend new grantee orientation on Wednesday, December 1st, 2021
- Participate in virtual CJC Community Subgrant meetings
- Track performance data and submit reports

Virtual CJC Community Subgrant meetings will cover new grantee expectations. A reporting template will be provided and reviewed during new grantee orientation. Meetings will also serve as an opportunity to network across organizations.

Priority Areas

The City of Milwaukee - Office of Violence Prevention previously identified several *Blueprint* strategies that apply to the criminal legal system, which are listed below. These strategies are consistent with SJC goals and serve as the priority areas of this RFP.

Applicants are asked to review this list and identify the *Blueprint* strategies that would be impacted by their project.

- Reduce incidence of violence through proactive prevention efforts (Goal 1, Strategy 2)
- Respond to immediate individual and community needs post-incident (Goal 1, Strategy 3)
- Promote healing, behavioral health, and trauma reduction (Goal 2, Strategy 1)
- Strengthen treatment and healing services for survivors of sexual assault and domestic violence (Goal 2, Strategy 2)
- Improve cultural competence and support cultural identity of community members (Goal 2, Strategy 4)
- Strengthen and preserve healthy relationships (Goal 2, Strategy 5)
- Connect adults to employment opportunities with a living wage and remove accessibility barriers (Goal 4, Strategy 2)
- Create safe and accessible community spaces (Goal 5, Strategy 1)
- Improve government-community relationships (Goal 5, Strategy 3)

While applicants may address multiple priority areas and strategies, these should be included in a single proposal. Please do not submit multiple proposals for separate priority areas and/or goal areas.

Proposal Requirements

The application process consists of three parts: (A) SurveyMonkey Form, (B) Project Budget & Budget Narrative, and (C) Letter of Support from Fiscal Agent (if applicable).

Section A must be submitted through the SurveyMonkey website. Sections B and C must be emailed to grants@milwaukeeecjc.org. Please include the Project Title and Lead Agency in the email subject line. Please do not attach any additional information, brochures, documentation, or materials other than what has been requested.

Section A: SurveyMonkey Form

Applicants must complete all questions on the SurveyMonkey form. The SurveyMonkey form is available through this link: <https://www.surveymonkey.com/r/2022CJCRFP>.

Section B: Project Budget & Budget Narrative

Applicants must provide a budget, detailing how CJC Community Subgrant funds will be spent. Please note that the maximum allowable budget is \$34,500. Proposals without a completed budget will be deemed non-responsive and will be eliminated from consideration.

Please note that cost reports must be submitted for the duration of the funding period.

Budget Category	Amount	Narrative Description
A. Personnel	\$	
B. Fringe Benefits	\$	
C. Travel / Transportation	\$	
D. Contracts & Consultants	\$	
E. Equipment	\$	
F. Supplies	\$	
G. Other	\$	
H. Indirect	\$	
Total Contract Cost	\$	

When organizing the budget, please use the categories listed above. Applicants must include a budget narrative, which provides a brief explanation of each line item in the proposed budget. For example, “The \$5,000 allocated for staff will cover 100% of a part-time facilitator who will be responsible for facilitating restorative justice circles.”

For personnel, please list each position to be paid by the grant. Include the name of employee and job title, if available, and show their annual salary rate and the full-time equivalent. FTE calculations are normally based on 40 hours/week x 52 weeks/year (40 x 52 = 2080 hours).

This project is funded through the MacArthur Foundation Safety and Justice Challenge grant. Per MacArthur Foundation requirements, funding cannot be used to carry on propaganda, to lobby or otherwise attempt to influence legislation, or to conduct any activities described in Sections 4945(d)(1) and (e) of the United States Internal Revenue Code and the Treasury Regulations thereunder. Funding shall only cover activities and staff time taking place during the anticipated contract term of January 3, 2022 and December 31, 2022.

Section C: Letter of Support from Fiscal Agent (If Applicable)

Applicants who are using a fiscal agent (See “Eligibility,” Page 4) must include a letter of support from the organization that will serve as their fiscal agent.

Deadlines & Contact Information

Questions about proposal requirements must be submitted through [Google Forms](#) no later than Friday, October 15th, 2021 by 4:30PM CST. Answers to the questions will be posted on the [Milwaukee Community Justice Council website](#) by Friday, October 22nd, 2021.

Proposals are due on Friday, November 5th, 2021 by 4:30PM CST. Late proposals will not be accepted, and incomplete proposals will not be considered.

Proposal Checklist

Have you reviewed your proposal for each of the following required components?

- ☐ Section A: [SurveyMonkey Application Form](#)
- ☐ Section B: Project Budget & Budget Narrative
- ☐ Section C: Letter of Support from Fiscal Agent (If Applicable)

Section A is submitted through the SurveyMonkey website.

Sections B and C must be emailed to grants@milwaukeeecjc.org by Friday, November 5th, 2021 by 4:30PM CST. Please include the Project Title and Lead Agency in the email subject line. Please do not attach any additional information, brochures, other documentation, or materials other than what has been requested.

Appendix A: Contract Requirements

Once selected and notified, CJC Community Subgrant awardees must submit documentation to contract with the University of Wisconsin - Milwaukee (UWM). UWM houses and will disperse CJC Community Subgrant funds. Awardees must be prepared to provide an Internal Revenue Service W-9 form and complete System for Award Management (SAM) registration. Additional documentation may be required. UWM will provide assistance to awardees to complete the contracting process. If contract negotiations cannot be concluded successfully with a prospective awardee, the CJC may rescind its award offer and proceed with the next highest scoring proposer.